CARINA NAZARENCO

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PROFESSIONAL SUMMARY

Full-stack developer and versatile project lead with a strong background spanning software development, IT project management, and administrative operations. Successfully led the design and delivery of **CV Optimizer**, an educational web app that analyzes résumés against job descriptions for ATS alignment—driving repo setup, frontend–backend integration, CV parsing, keyword analysis, and iterative MVP delivery. Skilled in **project management, data analysis, software testing, and stakeholder communication**, with hands-on experience in **Microsoft Dynamics 365, Manhattan SCALE, CRM platforms, and core web technologies (HTML, CSS, Java, PHP, SQL)**. Recognized for **team leadership, setting lightweight engineering standards, and fostering effective collaboration**. Adept at **task prioritization, issue resolution, and maintaining operational efficiency under pressure**. Fluent in **English, Romanian, and Russian**, with a reputation for **analytical thinking, adaptability, and innovative problem-solving**.

ADDITIONAL INFORMATION

- I'm **already trained** to notice patterns, details, and system errors from my administrative and logistics background.
- I **love technology** and am studying Computing Science with strong interest in QA and cybersecurity.
- I'm **ready to grow**, eager to learn, and thrive in structured, team-driven environments.

PROFESSIONAL EXPERIENCE

IT Project Manager, 02/2024 - Current
Student

- Monitored project progress against milestones, adjusting plans as required to address challenges.
- Coordinated with stakeholders to define project scope, objectives, and deliverables, fostering clear communication.
- Cultivated a collaborative team environment, resolving conflicts and promoting positive working relationships.
- Balanced multiple projects simultaneously, demonstrating exceptional organisational and time management skills.
- Conducted comprehensive software testing, including functional, system, and regression tests, to identify bugs and ensure software reliability.

Administrative Officer (Helpdesk), 05/2024 - 08/2025
Civil National Business Centre - Northampton

- Handling client requests and documenting reports using internal systems
- Coordinating issue resolution with different departments
- Maintaining accurate logs and ensuring data integrity
- Prioritizing tasks while working under tight deadlines

DC Administrator, 09/2022 - 09/2024
Wincanton for The White Company - Northampton

- Used D365 and Manhattan SCALE to coordinate distribution and store order flows
- Communicated with teams to resolve order and system issues
- Worked with Excel and internal dashboards to monitor KPIs and progress

Team Leader, 02/2021 - 08/2022
Wincanton

- Delegated tasks and monitored team performance against targets
- Led issue resolution and coached new team members

Warehouse Operative, 08/2019 - 02/2021
The White Company

- Worked with inventory systems and scanners
- Gained experience in system logging, dashboard tools, and VNA operations

Manager, 09/2018 - 02/2019
Pub 2Bucks

- Company Overview: Moldova
- Led daily operations, resolved client issues, ensured team discipline
- Moldova

TECHNICAL SKILLS

Technical Skills

- Task Prioritisation & Issue Resolution

HOBBIES AND INTERESTS

• Volunteer QA Tasks – Practicing with open-source software to detect bugs and test flows
• Personal Learning – Constantly improving skills in Cybersecurity, QA Tools, and Testing Methods
• Interests: Gardening, Reading books

EDUCATION

Foundation Degree in Science :
Computing Science (Level 5), 2026
Newcastle College - Northampton

Foundation Degree in Science :
Foundation Year -Health and Social Care, 2023
Leeds Trinity University - Birmingham

• **Languages and Tools:** HTML, CSS, Java, PHP, SQL
• **Systems:** Microsoft Office Suite, CRM platforms, Microsoft Dynamics 365 (D365), Manhattan SCALE

Core Competencies
• Project Management
• Data Analysis
• Software Testing & Quality Assurance
• Stakeholder Communication
• Team Leadership & Collaboration

Soft Skills
• Strong Attention to Detail
• Analytical and critical thinking
• Effective Multitasking
• Patience and adaptability
• Time management

Languages
• Fluent in English, Romanian, and Russian